



JOB POSTING

UNCLASSIFIED APPOINTMENT (UNCLASSIFIED APPOINTMENT NOT TO EXCEED SEPTEMBER 30, 2017)

POSTING NUMBER: HR-0088 **ISSUE DATE:** May 21, 2014
TITLE: Program Specialist 3
(OPRA Custodian) **CLOSING DATE:** June 4, 2014
DIVISION / UNIT: Sandy Recovery Division **SALARY RANGE:** R26: \$63,564.71 - \$90,429.35

LOCATION: 101 S. Broad Street Trenton, New Jersey

POSITIONS: 1 **DISTRIBUTION:** STATEWIDE

DESCRIPTION OF MAJOR DUTIES:

Under the supervision of a manager, the Sandy Recovery Division seeks an Open and Public Information Act (OPRA) custodian, who shall be responsible for the processing of all OPRA requests submitted relative to the Sandy Recovery Programs. The OPRA custodian will receive all OPRA requests and will be responsible for the timely production of relevant documents. The OPRA custodian will work with the various sections within the Sandy Recovery Division to gather all responsive documents pertaining to a particular OPRA request and will be responsible for redaction and duplication of public records as necessary. The custodian will provide guidance to senior leadership on appropriate response to OPRA requests, will prepare response materials for review by Attorney General's office prior to release. The OPRA custodian will also be responsible for maintaining a detailed filing and tracking system for the purposes of tracking the life cycle of open requests, memorializing closed requests, and increasing the speed with which the Division can respond to requests.

REQUIREMENTS:

EDUCATION

Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE

Three (3) years of experience in planning, monitoring, coordinating, implementing, modifying and/or evaluating agency programs and services.

PREFERRED QUALIFICATIONS

Consideration will be given to applicants who have documented experience in handling requests pursuant to the Open Public Records Act (OPRA). Must be able to handle large volume document production; ability to track requests and status of responses. Attention to detail is imperative.

NOTE: Applicants who do not possess the required education may substitute additional experience on a year-for-year basis.

NOTE: A Master's degree from an accredited college or university in a discipline appropriate to the position may be substituted for one (1) year of experience.

LICENSE: Appointees will be required to possess a valid driver's license only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number, by the closing date to:

Office of Human Resources
New Jersey Department of Community Affairs
HR#0088
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.state.nj.us

NOTE: In accordance with the New Jersey First Act P.L. 2011 c70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer